

# Department of Administration

<b>DIVISION SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY PROGRAM</b>						
Administrative Rules	516,700	516,400	517,700	536,500	527,300	527,300
Director's Office	1,318,700	1,194,800	1,300,100	1,326,900	1,290,800	1,302,100
Info. Tech. & Communication	4,336,900	3,936,700	3,904,500	4,203,300	4,042,600	4,017,800
ITRMC	726,100	502,600	727,300	673,300	661,400	664,800
Office of Insurance Management	1,293,700	1,259,100	1,290,800	1,356,100	1,336,100	1,346,200
Public Works	15,162,100	13,576,100	13,126,300	15,285,400	19,160,400	9,075,700
Purchasing	3,468,800	3,083,500	3,304,900	3,554,000	3,443,500	3,425,400
Bond Payment	0	0	0	0	0	11,087,600
<b>Total:</b>	<b>26,823,000</b>	<b>24,069,200</b>	<b>24,171,600</b>	<b>26,935,500</b>	<b>30,462,100</b>	<b>31,446,900</b>
<b>BY FUND SOURCE</b>						
General	4,725,200	4,408,900	2,998,700	4,687,200	3,039,900	8,814,700
Dedicated	22,097,800	19,660,000	21,172,900	22,248,300	27,422,200	22,632,200
Federal	0	300	0	0	0	0
<b>Total:</b>	<b>26,823,000</b>	<b>24,069,200</b>	<b>24,171,600</b>	<b>26,935,500</b>	<b>30,462,100</b>	<b>31,446,900</b>
Percent Change:		(10.3%)	0.4%	11.4%	26.0%	30.1%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	9,131,300	8,332,200	9,082,500	9,336,500	9,233,900	9,155,200
Operating Expenditures	12,171,000	10,324,300	11,147,900	13,479,000	15,897,200	15,274,300
Capital Outlay	5,520,700	5,412,700	3,941,200	4,120,000	5,331,000	7,017,400
<b>Total:</b>	<b>26,823,000</b>	<b>24,069,200</b>	<b>24,171,600</b>	<b>26,935,500</b>	<b>30,462,100</b>	<b>31,446,900</b>
Full-Time Positions (FTP)	173.60	173.60	173.60	173.10	173.10	173.10

In accordance with Idaho Code §67-3519, this division is authorized no more than 173.10 full-time equivalent positions at any point during the period July 1, 2003 through June 30, 2004 for the programs specified.

	<b>FTP</b>	<b>Gen</b>	<b>Ded</b>	<b>Fed</b>	<b>Total</b>
<b>FY 2003 Original Appropriation</b>	<b>173.60</b>	<b>3,107,500</b>	<b>21,172,900</b>	<b>0</b>	<b>24,280,400</b>
Budget Reduction (Neg. Supp.)	0.00	(108,800)	0	0	(108,800)
<b>FY 2003 Total Appropriation</b>	<b>173.60</b>	<b>2,998,700</b>	<b>21,172,900</b>	<b>0</b>	<b>24,171,600</b>
FTP or Fund Adjustment (Non-cognizable)	(0.50)	0	0	2,200	2,200
<b>FY 2003 Estimated Expenditures</b>	<b>173.10</b>	<b>2,998,700</b>	<b>21,172,900</b>	<b>2,200</b>	<b>24,173,800</b>
Expenditure Object Transfer	0.00	0	0	0	0
Removal of One-Time Expenditures	0.00	0	(164,600)	(2,200)	(166,800)
Additional Base Adjustments	0.00	(87,300)	0	0	(87,300)
<b>FY 2004 Base</b>	<b>173.10</b>	<b>2,911,400</b>	<b>21,008,300</b>	<b>0</b>	<b>23,919,700</b>
Personnel Cost Rollups	0.00	27,500	122,500	0	150,000
Inflationary Adjustments	0.00	0	0	0	0
Replacement Items	0.00	0	495,200	0	495,200
Nonstandard Adjustments	0.00	(24,800)	14,000	0	(10,800)
Change in Employee Compensation	0.00	0	0	0	0
Fund Shifts	0.00	0	0	0	0
<b>FY 2004 Program Maintenance</b>	<b>173.10</b>	<b>2,914,100</b>	<b>21,640,000</b>	<b>0</b>	<b>24,554,100</b>
Enhancements	0.00	5,900,600	0	0	5,900,600
<b>FY 2004 Total</b>	<b>173.10</b>	<b>8,814,700</b>	<b>22,632,200</b>	<b>0</b>	<b>31,446,900</b>
Chg from FY 2003 Orig Approp.	(0.50)	5,707,200	1,459,300	0	7,166,500
% Chg from FY 2003 Orig Approp.	(0.3%)	183.7%	6.9%		29.5%

## I. Department of Administration: Administrative Rules

**STARS Number & Budget Unit:** 200 ADAL

**Bill Number & Chapter:** S1187 (Ch.326)

PROGRAM DESCRIPTION: The Office of Administrative Rules structures, promulgates, and disseminates all administrative rules pursuant to the Idaho Administrative Procedures Act (Idaho Code §67-5201 et seq.). This program also provides notice of administrative actions and the text of state documents for public review and comment. The Office of Administrative Rules was transferred from the Office of the State Controller to the Department of Administration effective July 1, 1996. At that time, its funding was changed from a continuous to an annual appropriation.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
Dedicated	516,700	516,400	517,700	536,500	527,300	527,300
Percent Change:		(0.1%)	0.3%	3.6%	1.9%	1.9%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	192,000	186,900	193,200	197,800	196,600	196,600
Operating Expenditures	324,700	329,500	324,500	338,700	330,700	330,700
Total:	516,700	516,400	517,700	536,500	527,300	527,300
Full-Time Positions (FTP)	3.75	3.75	3.75	3.75	3.75	3.75
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>3.75</b>	<b>0</b>	<b>517,700</b>	<b>0</b>	<b>517,700</b>	
<b>FY 2004 Base</b>	<b>3.75</b>	<b>0</b>	<b>517,700</b>	<b>0</b>	<b>517,700</b>	
Personnel Cost Rollups	0.00	0	3,400	0	3,400	
Replacement Items	0.00	0	6,200	0	6,200	
<b>FY 2004 Total Appropriation</b>	<b>3.75</b>	<b>0</b>	<b>527,300</b>	<b>0</b>	<b>527,300</b>	
Change From FY 2003 Original Approp.	0.00	0	9,600	0	9,600	
% Change From FY 2003 Original Approp.	0.0%		1.9%		1.9%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
D 0475-05 Administrative Code	3.75	196,600	324,500	0	0	0	521,100
OT D 0475-05 Administrative Code	0.00	0	6,200	0	0	0	6,200
Totals:	3.75	196,600	330,700	0	0	0	527,300

## II. Department of Administration: Director's Office

**STARS Number & Budget Unit:** 200 ADAA, 200 ADAF(Cont)

**Bill Number & Chapter:** S1194 (Ch.361), S1187 (Ch.326)

PROGRAM DESCRIPTION: The Director's Office provides administrative, fiscal, legal, and human resources services to the Department, and administers the Industrial Special Indemnity Fund.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	259,400	244,600	281,400	270,000	247,600	258,900
Dedicated	1,059,300	950,200	1,018,700	1,056,900	1,043,200	1,043,200
Total:	1,318,700	1,194,800	1,300,100	1,326,900	1,290,800	1,302,100
Percent Change:		(9.4%)	8.8%	2.1%	(0.7%)	0.2%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	907,200	839,300	867,100	886,600	879,800	879,800
Operating Expenditures	411,500	355,000	433,000	440,300	411,000	422,300
Capital Outlay	0	500	0	0	0	0
Total:	1,318,700	1,194,800	1,300,100	1,326,900	1,290,800	1,302,100
Full-Time Positions (FTP)	14.65	14.65	13.65	14.15	14.15	14.15
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>13.65</b>	<b>290,400</b>	<b>1,018,700</b>	<b>0</b>	<b>1,309,100</b>	
Budget Reduction (Neg. Supp.)	0.00	(9,000)	0	0	(9,000)	
<b>FY 2003 Total Appropriation</b>	<b>13.65</b>	<b>281,400</b>	<b>1,018,700</b>	<b>0</b>	<b>1,300,100</b>	
Expenditure Adjustments	0.50	0	0	0	0	
<b>FY 2003 Estimated Expenditures</b>	<b>14.15</b>	<b>281,400</b>	<b>1,018,700</b>	<b>0</b>	<b>1,300,100</b>	
Additional Base Adjustments	0.00	0	0	0	0	
<b>FY 2004 Base</b>	<b>14.15</b>	<b>281,400</b>	<b>1,018,700</b>	<b>0</b>	<b>1,300,100</b>	
Personnel Cost Rollups	0.00	2,300	10,400	0	12,700	
Replacement Items	0.00	0	18,700	0	18,700	
Nonstandard Adjustments	0.00	(24,800)	(4,600)	0	(29,400)	
<b>FY 2004 Total Appropriation</b>	<b>14.15</b>	<b>258,900</b>	<b>1,043,200</b>	<b>0</b>	<b>1,302,100</b>	
Change From FY 2003 Original Approp.	0.50	(31,500)	24,500	0	(7,000)	
% Change From FY 2003 Original Approp.	3.7%	(10.8%)	2.4%		(0.5%)	

BUDGET REDUCTION (NEG. SUPP.): S1194 reduced the fiscal year 2003 General Fund appropriation for this agency by 3.5%.

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible. Nonstandard Adjustments reflect changes in Attorney General, Controller and Treasurer fees.

LEGISLATIVE INTENT: Directs the department to secure bids on medical insurance and general office supplies.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	2.78	198,200	60,700	0	0	0	258,900
D 0125-00 Indirect Cost Rec	8.07	491,300	267,700	0	0	0	759,000
OT D 0125-00 Indirect Cost Rec	0.00	0	14,000	0	0	0	14,000
D 0450-00 Admin. Services	0.30	24,300	0	0	0	0	24,300
D 0519-00 Indust Spcl Indem	3.00	166,000	75,200	0	0	0	241,200
OT D 0519-00 Indust Spcl Indem	0.00	0	4,700	0	0	0	4,700
Totals:	14.15	879,800	422,300	0	0	0	1,302,100

### III. Department of Administration: Information Technology & Communications

**STARS Number & Budget Unit:** 200 ADAB, 200 ADAG(Cont)

**Bill Number & Chapter:** S1194 (Ch.361), S1187 (Ch.326)

PROGRAM DESCRIPTION: The Information Technology & Communications program operates the IDANET, coordinates Internet, electronic mail, telephone, data and video transmission services, and the statewide microwave system.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	1,216,900	1,120,600	781,500	952,200	830,000	789,000
Dedicated	3,120,000	2,815,800	3,123,000	3,251,100	3,212,600	3,228,800
Federal	0	300	0	0	0	0
Total:	4,336,900	3,936,700	3,904,500	4,203,300	4,042,600	4,017,800
Percent Change:		(9.2%)	(0.8%)	7.7%	3.5%	2.9%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	2,404,800	2,293,600	2,435,300	2,509,000	2,472,900	2,472,900
Operating Expenditures	1,507,800	1,231,800	1,308,800	1,469,100	1,344,500	1,319,700
Capital Outlay	424,300	411,300	160,400	225,200	225,200	225,200
Total:	4,336,900	3,936,700	3,904,500	4,203,300	4,042,600	4,017,800
Full-Time Positions (FTP)	41.00	41.00	42.00	43.15	43.15	43.15
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>42.00</b>	<b>809,800</b>	<b>3,123,000</b>	<b>0</b>	<b>3,932,800</b>	
Budget Reduction (Neg. Supp.)	0.00	(28,300)	0	0	(28,300)	
<b>FY 2003 Total Appropriation</b>	<b>42.00</b>	<b>781,500</b>	<b>3,123,000</b>	<b>0</b>	<b>3,904,500</b>	
Expenditure Adjustments	1.15	0	0	2,200	2,200	
<b>FY 2003 Estimated Expenditures</b>	<b>43.15</b>	<b>781,500</b>	<b>3,123,000</b>	<b>2,200</b>	<b>3,906,700</b>	
Removal of One-Time Expenditures	0.00	0	(131,600)	(2,200)	(133,800)	
Additional Base Adjustments	0.00	0	0	0	0	
<b>FY 2004 Base</b>	<b>43.15</b>	<b>781,500</b>	<b>2,991,400</b>	<b>0</b>	<b>3,772,900</b>	
Personnel Cost Rollups	0.00	7,500	30,100	0	37,600	
Replacement Items	0.00	0	207,300	0	207,300	
<b>FY 2004 Total Appropriation</b>	<b>43.15</b>	<b>789,000</b>	<b>3,228,800</b>	<b>0</b>	<b>4,017,800</b>	
Change From FY 2003 Original Approp.	1.15	(20,800)	105,800	0	85,000	
% Change From FY 2003 Original Approp.	2.7%	(2.6%)	3.4%		2.2%	

BUDGET REDUCTION (NEG. SUPP.): S1194 reduced the fiscal year 2003 General Fund appropriation for this agency by 3.5%.

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	8.00	531,200	257,800	0	0	0	789,000
D 0125-00 Indirect Cost Rec	7.00	364,200	76,100	0	0	0	440,300
OT D 0125-00 Indirect Cost Rec	0.00	0	10,900	0	0	0	10,900
D 0450-00 Admin. Services	28.15	1,577,500	974,900	28,800	0	0	2,581,200
OT D 0450-00 Admin. Services	0.00	0	0	196,400	0	0	196,400
Totals:	43.15	2,472,900	1,319,700	225,200	0	0	4,017,800

#### IV. Department of Administration: Information Technology Resource Mgmt Council

**STARS Number & Budget Unit:** 200 ADAM

**Bill Number & Chapter:** S1194 (Ch.361), S1187 (Ch.326)

PROGRAM DESCRIPTION: The sixteen member Information Technology Resource Management Council (ITRMC) facilitates a centralized and coordinated approach to the design, procurement and implementation of information technology and telecommunications systems for both state government and the public. The Council recommends technology policies, prepares statewide technology plans, recommends use of technology resources, reviews and approves large-scale information technology projects for state agencies, recommends cost-efficient procedures for technology procurement, and performs additional functions consistent with the Council's purpose. The Council is staffed by the Department of Administration.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	61,200	55,200	59,300	62,500	59,900	59,900
Dedicated	664,900	447,400	668,000	610,800	601,500	604,900
Total:	726,100	502,600	727,300	673,300	661,400	664,800
Percent Change:		(30.8%)	44.7%	(7.4%)	(9.1%)	(8.6%)
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	348,000	329,800	347,600	380,200	352,300	352,300
Operating Expenditures	378,100	143,900	379,700	293,100	309,100	312,500
Capital Outlay	0	28,900	0	0	0	0
Total:	726,100	502,600	727,300	673,300	661,400	664,800
Full-Time Positions (FTP)	5.00	5.00	5.00	5.00	5.00	5.00
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>5.00</b>	<b>61,500</b>	<b>668,000</b>	<b>0</b>	<b>729,500</b>	
Budget Reduction (Neg. Supp.)	0.00	(2,200)	0	0	(2,200)	
<b>FY 2003 Total Appropriation</b>	<b>5.00</b>	<b>59,300</b>	<b>668,000</b>	<b>0</b>	<b>727,300</b>	
Base Adjustments	0.00	0	(75,000)	0	(75,000)	
Additional Base Adjustments	0.00	0	0	0	0	
<b>FY 2004 Base</b>	<b>5.00</b>	<b>59,300</b>	<b>593,000</b>	<b>0</b>	<b>652,300</b>	
Personnel Cost Rollups	0.00	600	4,100	0	4,700	
Replacement Items	0.00	0	7,800	0	7,800	
<b>FY 2004 Total Appropriation</b>	<b>5.00</b>	<b>59,900</b>	<b>604,900</b>	<b>0</b>	<b>664,800</b>	
Change From FY 2003 Original Approp.	0.00	(1,600)	(63,100)	0	(64,700)	
% Change From FY 2003 Original Approp.	0.0%	(2.6%)	(9.4%)		(8.9%)	

BUDGET REDUCTION (NEG. SUPP.): S1194 reduced the fiscal year 2003 General Fund appropriation for this agency by 3.5%.

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.65	59,900	0	0	0	0	59,900
D 0450-00 Admin. Services	4.35	292,400	304,700	0	0	0	597,100
OT D 0450-00 Admin. Services	0.00	0	7,800	0	0	0	7,800
Totals:	5.00	352,300	312,500	0	0	0	664,800

## V. Department of Administration: Office of Insurance Management

**STARS Number & Budget Unit:** 200 ADAI(Cont), 200 ADAK

**Bill Number & Chapter:** S1187 (Ch.326)

PROGRAM DESCRIPTION: The Insurance Management program negotiates and administers medical, dental, life and disability insurance programs and the Integrated Behavioral Health Plan for state employees, and provides property and casualty insurance services to state government via insurance and self-insurance.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
Dedicated	1,293,700	1,259,100	1,290,800	1,356,100	1,336,100	1,346,200
Percent Change:		(2.7%)	2.5%	5.1%	3.5%	4.3%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	666,900	616,200	670,800	687,100	682,600	682,600
Operating Expenditures	626,800	639,600	620,000	669,000	653,500	663,600
Capital Outlay	0	3,300	0	0	0	0
Total:	1,293,700	1,259,100	1,290,800	1,356,100	1,336,100	1,346,200
Full-Time Positions (FTP)	12.45	12.45	12.45	12.45	12.45	12.45
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>12.45</b>	<b>0</b>	<b>1,290,800</b>	<b>0</b>	<b>1,290,800</b>	
<b>FY 2004 Base</b>	<b>12.45</b>	<b>0</b>	<b>1,290,800</b>	<b>0</b>	<b>1,290,800</b>	
Personnel Cost Rollups	0.00	0	11,800	0	11,800	
Replacement Items	0.00	0	15,600	0	15,600	
Nonstandard Adjustments	0.00	0	28,000	0	28,000	
<b>FY 2004 Total Appropriation</b>	<b>12.45</b>	<b>0</b>	<b>1,346,200</b>	<b>0</b>	<b>1,346,200</b>	
Change From FY 2003 Original Approp.	0.00	0	55,400	0	55,400	
% Change From FY 2003 Original Approp.	0.0%		4.3%		4.3%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible. Nonstandard Adjustments reflect changes in risk management fees.

LEGISLATIVE INTENT: Directs the department to secure bids on medical insurance.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
D 0461-00 Group Insurance	5.30	256,400	439,800	0	0	0	696,200
OT D 0461-00 Group Insurance	0.00	0	7,800	0	0	0	7,800
D 0462-00 Retained Risk	7.15	426,200	208,200	0	0	0	634,400
OT D 0462-00 Retained Risk	0.00	0	7,800	0	0	0	7,800
Totals:	12.45	682,600	663,600	0	0	0	1,346,200

## VI. Department of Administration: Public Works

**STARS Number & Budget Unit:** 200 ADAC

**Bill Number & Chapter:** S1194 (Ch.361), S1187 (Ch.326)

**PROGRAM DESCRIPTION:** The Division of Public Works is responsible for the planning, design, construction and maintenance of all state facilities. The Division develops budgets, supervises the bidding process, and oversees the selection of architects and engineers for state building and renovation projects. The Division supervises project construction to ensure all projects, which range from repairs exceeding \$30,000 to all new construction, proceed according to approved plans and specifications, and it provides property management services for state buildings. Other services include preventative and corrective building maintenance, custodial, environmental control, grounds keeping, and utilities. Public Works also prepares requests for proposal (RFP) for state-leased office space, negotiates lease rates, approves all leases, and oversees leases.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	2,145,000	2,018,000	954,400	2,388,300	955,800	332,000
Dedicated	13,017,100	11,558,100	12,171,900	12,897,100	18,204,600	8,743,700
Total:	15,162,100	13,576,100	13,126,300	15,285,400	19,160,400	9,075,700
Percent Change:		(10.5%)	(3.3%)	16.4%	46.0%	(30.9%)
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	2,923,400	2,543,600	2,918,600	2,983,800	2,966,400	2,905,800
Operating Expenditures	7,265,200	6,134,500	6,493,800	8,497,100	11,178,500	5,150,200
Capital Outlay	4,973,500	4,898,000	3,713,900	3,804,500	5,015,500	1,019,700
Total:	15,162,100	13,576,100	13,126,300	15,285,400	19,160,400	9,075,700
Full-Time Positions (FTP)	53.00	53.00	53.00	53.00	53.00	53.00
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>53.00</b>	<b>990,200</b>	<b>12,171,900</b>	<b>0</b>	<b>13,162,100</b>	
Budget Reduction (Neg. Supp.)	0.00	(35,800)	0	0	(35,800)	
<b>FY 2003 Total Appropriation</b>	<b>53.00</b>	<b>954,400</b>	<b>12,171,900</b>	<b>0</b>	<b>13,126,300</b>	
Removal of One-Time Expenditures	0.00	0	(18,000)	0	(18,000)	
Additional Base Adjustments	0.00	(69,200)	0	0	(69,200)	
<b>FY 2004 Base</b>	<b>53.00</b>	<b>885,200</b>	<b>12,153,900</b>	<b>0</b>	<b>13,039,100</b>	
Personnel Cost Rollups	0.00	0	46,400	0	46,400	
Replacement Items	0.00	0	170,000	0	170,000	
Nonstandard Adjustments	0.00	0	15,000	0	15,000	
<b>FY 2004 Maintenance (MCO)</b>	<b>53.00</b>	<b>885,200</b>	<b>12,385,300</b>	<b>0</b>	<b>13,270,500</b>	
2. Utility Costs	0.00	0	350,000	0	350,000	
7. Bond Payment Program	0.00	(553,200)	(3,991,600)	0	(4,544,800)	
<b>FY 2004 Total Appropriation</b>	<b>53.00</b>	<b>332,000</b>	<b>8,743,700</b>	<b>0</b>	<b>9,075,700</b>	
Change From FY 2003 Original Approp.	0.00	(658,200)	(3,428,200)	0	(4,086,400)	
% Change From FY 2003 Original Approp.	0.0%	(66.5%)	(28.2%)		(31.0%)	

**BUDGET REDUCTION (NEG. SUPP.):** S1194 reduced the fiscal year 2003 General Fund appropriation for this agency by 3.5%.

**APPROPRIATION HIGHLIGHTS:** Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible. Nonstandard Adjustments reflect changes in Attorney General and risk management fees. Enhancement #2 provides \$350,000 in dedicated fund spending authority for utility costs. Enhancement #7 transfers bond payment money in the base to the new Bond Payment program.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.00	0	332,000	0	0	0	332,000
D 0365-00 Permanent Building	25.50	1,372,900	642,600	936,700	0	0	2,952,200
OT D 0365-00 Permanent Building	0.00	0	42,000	48,000	0	0	90,000
D 0450-00 Admin. Services	27.50	1,532,900	4,091,600	0	0	0	5,624,500
OT D 0450-00 Admin. Services	0.00	0	42,000	35,000	0	0	77,000
Totals:	53.00	2,905,800	5,150,200	1,019,700	0	0	9,075,700

## VII. Department of Administration: Purchasing

**STARS Number & Budget Unit:** 200 ADAD, 200 ADAH(Cont)

**Bill Number & Chapter:** S1187 (Ch.326), S1194 (Ch.361)

PROGRAM DESCRIPTION: The Purchasing program acquires property for all state agencies through the competitive bidding process, provides document management services, assists in the donation of surplus federal property to state and local government and eligible non-profits, and provides mail services to most state agencies.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	1,042,700	970,500	922,100	1,014,200	946,600	921,100
Dedicated	2,426,100	2,113,000	2,382,800	2,539,800	2,496,900	2,504,300
Total:	3,468,800	3,083,500	3,304,900	3,554,000	3,443,500	3,425,400
Percent Change:		(11.1%)	7.2%	7.5%	4.2%	3.6%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	1,689,000	1,522,800	1,649,900	1,692,000	1,683,300	1,665,200
Operating Expenditures	1,656,900	1,490,000	1,588,100	1,771,700	1,669,900	1,669,900
Capital Outlay	122,900	70,700	66,900	90,300	90,300	90,300
Total:	3,468,800	3,083,500	3,304,900	3,554,000	3,443,500	3,425,400
Full-Time Positions (FTP)	43.75	43.75	43.75	41.60	41.60	41.60
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2003 Original Appropriation</b>	<b>43.75</b>	<b>955,600</b>	<b>2,382,800</b>	<b>0</b>	<b>3,338,400</b>	
Budget Reduction (Neg. Supp.)	0.00	(33,500)	0	0	(33,500)	
<b>FY 2003 Total Appropriation</b>	<b>43.75</b>	<b>922,100</b>	<b>2,382,800</b>	<b>0</b>	<b>3,304,900</b>	
Expenditure Adjustments	(2.15)	0	0	0	0	
<b>FY 2003 Estimated Expenditures</b>	<b>41.60</b>	<b>922,100</b>	<b>2,382,800</b>	<b>0</b>	<b>3,304,900</b>	
Base Adjustments	0.00	0	75,000	0	75,000	
Removal of One-Time Expenditures	0.00	0	(15,000)	0	(15,000)	
Additional Base Adjustments	0.00	(18,100)	0	0	(18,100)	
<b>FY 2004 Base</b>	<b>41.60</b>	<b>904,000</b>	<b>2,442,800</b>	<b>0</b>	<b>3,346,800</b>	
Personnel Cost Rollups	0.00	17,100	16,300	0	33,400	
Replacement Items	0.00	0	69,600	0	69,600	
Nonstandard Adjustments	0.00	0	(24,400)	0	(24,400)	
Fund Shifts	0.00	0	0	0	0	
<b>FY 2004 Total Appropriation</b>	<b>41.60</b>	<b>921,100</b>	<b>2,504,300</b>	<b>0</b>	<b>3,425,400</b>	
Change From FY 2003 Original Approp.	(2.15)	(34,500)	121,500	0	87,000	
% Change From FY 2003 Original Approp.	(4.9%)	(3.6%)	5.1%		2.6%	

BUDGET REDUCTION (NEG. SUPP.): S1194 reduced the fiscal year 2003 General Fund appropriation for this agency by 3.5%.

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. No funding for Change in Employee Compensation (CEC) was provided, but compensation increases may be funded with agency salary savings wherever possible. Nonstandard Adjustments reflect changes in Attorney General fees.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	20.65	750,000	171,100	0	0	0	921,100
D 0450-00 Admin. Services	16.80	731,800	1,216,400	33,500	0	0	1,981,700
OT D 0450-00 Admin. Services	0.00	0	25,000	0	0	0	25,000
D 0456-00 Surplus Property	4.15	183,400	251,200	18,400	0	0	453,000
OT D 0456-00 Surplus Property	0.00	0	6,200	38,400	0	0	44,600
Totals:	41.60	1,665,200	1,669,900	90,300	0	0	3,425,400



## VIII. Department of Administration: Bond Payment

**STARS Number & Budget Unit:** 200 ADAP

**Bill Number & Chapter:** S1187 (Ch.326)

PROGRAM DESCRIPTION: The Bond Payment program was created in FY 2004 for the purpose of consolidating payment of the state's bonded indebtedness for the construction of buildings.

<b>PROGRAM SUMMARY:</b>	<b>FY 2002 Total Appr</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Total Appr</b>	<b>FY 2004 Request</b>	<b>FY 2004 Gov Rec</b>	<b>FY 2004 Approp</b>
<b>BY FUND SOURCE</b>						
General	0	0	0	0	0	6,453,800
Dedicated	0	0	0	0	0	4,633,800
Total:	0	0	0	0	0	11,087,600
Percent Change:						
<b>BY EXPENDITURE CLASSIFICATION</b>						
Operating Expenditures	0	0	0	0	0	5,405,400
Capital Outlay	0	0	0	0	0	5,682,200
Total:	0	0	0	0	0	11,087,600

<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>
<b>FY 2003 Original Appropriation</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FY 2004 Base</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7. Bond Payment Program	0.00	6,453,800	4,633,800	0	11,087,600
<b>FY 2004 Total Appropriation</b>	<b>0.00</b>	<b>6,453,800</b>	<b>4,633,800</b>	<b>0</b>	<b>11,087,600</b>
<i>Change From FY 2003 Original Approp.</i>	<i>0.00</i>	<i>6,453,800</i>	<i>4,633,800</i>	<i>0</i>	<i>11,087,600</i>
<i>% Change From FY 2003 Original Approp.</i>					

APPROPRIATION HIGHLIGHTS: One enhancement is included which creates a new Bond Payment program for the purpose of consolidating payment of the state's bonded indebtedness. See page 6-13 for further detail.

LEGISLATIVE INTENT: One section of legislative intent was included which provides that if the amount appropriated for bond payments exceeds the actual expenditures for bond payments, the balance should be reverted to the fund from which it came.

<b>FY 2004 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.00	0	3,418,400	3,035,400	0	0	6,453,800
D 0365-00 Permanent Building	0.00	0	1,564,800	2,426,800	0	0	3,991,600
D 0450-00 Admin. Services	0.00	0	422,200	220,000	0	0	642,200
Totals:	0.00	0	5,405,400	5,682,200	0	0	11,087,600

# Bond Payment Program

For FY 2004 the Joint Finance-Appropriations Committee decided to create a new program in the Department of Administration for the sole purpose of payment of bonds for state buildings. In the past, the appropriation for bond payments was either in the budget for the Division of Public Works or in other agency budgets. This made it difficult to track and analyze the state's bonded indebtedness.

In the table below, "Program Transfers" reflects money which was in the Division of Public Works base. "New Spending Authority" reflects money which was in the base of each respective agency budget. In both cases, the money has been transferred to the new Bond Payment program.

Moneys appropriated for Operating Expenses are used to pay interest, while Capital Outlay goes towards paying down the principal.

Funds:

0001 = General Fund

0365 = Permanent Building Fund

0450 = Administrative and Accounting Services Fund (Agency is billed for the amount of the bond payment and bill is paid from agency's dedicated fund sources.)

Project	Fund	Operating Expenses	Capital Outlay	TOTAL
<b>Program Transfers</b>				
954 Jefferson St. (Boise) <sup>1</sup>	0001	\$ 138,000	\$ 75,500	\$ 213,500
954 Jefferson St. (Boise) <sup>1</sup>	0365	\$ -	\$ 25,000	\$ 25,000
BSU College of Technology <sup>2</sup>	0365	\$ 311,800	\$ 175,000	\$ 486,800
Hospital North <sup>3</sup>	0365	\$ 245,800	\$ 465,000	\$ 710,800
Industrial Administration Bldg. <sup>4</sup>	0001	\$ 64,800	\$ 274,900	\$ 339,700
Industrial Administration Bldg. <sup>4</sup>	0365	\$ -	\$ 25,100	\$ 25,100
Maximum-Medium Prison <sup>5</sup>	0365	\$ 918,700	\$ 1,566,700	\$ 2,485,400
Prison Dorm <sup>5</sup>	0365	\$ 88,500	\$ 170,000	\$ 258,500
SUBTOTAL		\$ 1,767,600	\$ 2,777,200	\$ 4,544,800
<b>New Spending Authority</b>				
State School & Hospital <sup>3</sup>	0450	\$ 422,200	\$ 220,000	\$ 642,200
Private Prison <sup>5</sup>	0001	\$ 2,681,000	\$ 1,375,000	\$ 4,056,000
Billingsley Creek <sup>6</sup>	0001	\$ 294,400	\$ 230,000	\$ 524,400
Parks & Rec Headquarters <sup>6</sup>	0001	\$ 85,700	\$ 235,000	\$ 320,700
Ponderosa Park <sup>6</sup>	0001	\$ 154,500	\$ 845,000	\$ 999,500
SUBTOTAL		\$ 3,637,800	\$ 2,905,000	\$ 6,542,800
<b>GRAND TOTAL</b>		\$ 5,405,400	\$ 5,682,200	\$ 11,087,600

<sup>1</sup> Department of Lands and Department of Juvenile Corrections

<sup>2</sup> Boise State University

<sup>3</sup> Department of Health & Welfare

<sup>4</sup> Department of Labor and the Industrial Commission

<sup>5</sup> Department of Correction

<sup>6</sup> Department of Parks & Recreation

# FY 2004 Bond Payments

Payments Through FY 2004

	Principal	Interest	Total Debt Service	% of Total Remaining	
<u>Leaseholder: Idaho State Building Authority</u>					<b>Annual Payment*</b>
<b>Private Prison</b> <i>Estimated Rate: 4.44%</i>					\$4.05 million from DOC General Fund appropriation
First Payment: FY 1999					
Last Payment: FY 2026					
Total	\$ 58,985,000	\$ 50,016,834	\$ 109,001,834		
Payments thru FY 2004	\$ (5,175,000)	\$ (21,485,069)	\$ (26,660,069)		
Balance Due	\$ 53,810,000	\$ 28,531,765	\$ 82,341,765	76%	
<b>Parks &amp; Recreation HQ</b> <i>Estimated Rate: 5.15%</i>					\$320,700 from P&R General Fund appropriation
First Payment: FY 1995					
Last Payment: FY 2009					
Total	\$ 3,125,000	\$ 1,457,750	\$ 4,582,750		
Payments thru FY 2004	\$ (1,735,000)	\$ (1,247,657)	\$ (2,982,657)		
Balance Due	\$ 1,390,000	\$ 210,093	\$ 1,600,093	35%	
<b>State Hospital North</b> <i>Estimated Rate: 4.70%</i>					\$710,800 from PBF
First Payment: FY 1993					
Last Payment: FY 2013					
Total	\$ 8,595,000	\$ 5,338,497	\$ 13,933,497		
Payments thru FY 2004	\$ (3,370,000)	\$ (4,196,943)	\$ (7,566,943)		
Balance Due	\$ 5,225,000	\$ 1,141,554	\$ 6,366,554	46%	
<b>Prison Dormitory</b> <i>Estimated Rate: 4.40%</i>					\$258,500 from PBF
First Payment: FY 1993					
Last Payment: FY 2013					
Total	\$ 3,185,000	\$ 1,932,665	\$ 5,117,665		
Payments thru FY 2004	\$ (1,305,000)	\$ (1,521,818)	\$ (2,826,818)		
Balance Due	\$ 1,880,000	\$ 410,847	\$ 2,290,847	45%	
<b>Maximum-Medium Prison</b> <i>Estimated Rate: 4.87%</i>					\$2.48 million from PBF
First Payment: FY 1989					
Last Payment: FY 2010					
Total	\$ 28,889,254	\$ 23,820,141	\$ 52,709,395		
Payments thru FY 2004	\$ (18,762,482)	\$ (19,975,617)	\$ (38,738,099)		
Balance Due	\$ 10,126,772	\$ 3,844,524	\$ 13,971,296	27%	
<b>State School and Hospital</b> <i>Estimated Rate: 4.49%</i>					\$642,200 from Health & Welfare
First Payment: FY 2002					
Last Payment: FY 2027					
Total	\$ 9,325,000	\$ 6,958,838	\$ 16,283,838		
Payments thru FY 2004	\$ (435,000)	\$ (1,503,675)	\$ (1,938,675)		
Balance Due	\$ 8,890,000	\$ 5,455,163	\$ 14,345,163	88%	
<b>Pondersosa Park</b> <i>Estimated Rate: 3.54%</i>					\$999,500 from P&R General Fund
First Payment: FY 2002					
Last Payment: FY 2008					
Total	\$ 5,790,000	\$ 815,593	\$ 6,605,593		
Payments thru FY 2004	\$ (2,350,000)	\$ (550,793)	\$ (2,900,793)		
Balance Due	\$ 3,440,000	\$ 264,800	\$ 3,704,800	56%	
<b>Industrial Administration Building</b> <i>Estimated Rate: 4.93%</i>					\$364,800 from other funds
First Payment: FY 1988					
Last Payment: FY 2007					
Total	\$ 4,085,000	\$ 2,805,158	\$ 6,890,158		
Payments thru FY 2004	\$ (3,090,000)	\$ (2,717,810)	\$ (5,807,810)		
Balance Due	\$ 995,000	\$ 87,348	\$ 1,082,348	16%	

# FY 2004 Bond Payments

(Cont.)

		Principal	Interest	Total Debt Service	% of Total Remaining				
<b>Billingsley Creek-Hagerman</b>						\$24,400 from P&R General Fund appropriation			
Estimated Rate: 4.36%									
First Payment: FY 2002									
Last Payment: FY 2022									
Total	\$	6,815,000	\$	3,862,913	\$		10,677,913		
Payments thru FY 2004	\$	(455,000)	\$	(750,006)	\$		(1,205,006)		
Balance Due	\$	6,815,000	\$	3,709,744	\$		9,472,907	89%	
<b>ISBA TOTAL</b>		<b>\$</b>	<b>92,571,772</b>	<b>\$</b>	<b>43,743,184</b>	<b>\$</b>	<b>136,314,956</b>		
<b>954 Jefferson Street, Boise</b>						\$238,500 from other funds			
Estimated Rate: 8.18%									
<b>Leaseholder: State Insurance Fund</b>									
First Payment: FY 1995									
Last Payment: FY 2020									
Total	\$	2,500,000	\$	2,235,880	\$		4,735,880		
Payments thru FY 2004	\$	(920,002)	\$	(1,296,672)	\$		(2,216,674)		
Balance Due	\$	1,579,998	\$	939,208	\$	2,519,206	53%		
<b>BSU College of Technology</b>						\$486,800 from PBF			
Estimated Rate: 4.50%									
<b>Leaseholder: First Security Bank</b>									
First Payment: FY 1992									
Last Payment: FY 2017									
Total	\$	6,500,000	\$	7,126,646	\$		13,626,646		
Payments thru FY 2004	\$	(2,300,000)	\$	(4,620,206)	\$		(6,920,206)		
Balance Due	\$	4,340,000	\$	2,506,440	\$	6,706,440	49%		
<b>GRAND TOTAL</b>		<b>\$</b>	<b>98,491,770</b>	<b>\$</b>	<b>47,188,832</b>	<b>\$</b>	<b>145,680,602</b>	<b>\$</b>	<b>11,080,000</b>

\*Approximate Annual Payments by Fund Source: Perm. Bldg. Fund: \$3,936,100; Agency General Fund: \$5,894,600; Other: \$1,245,500.

Annual payments will change slightly per amortization schedules for each bonded property.

Sources: Idaho State Building Authority, October 2002; Department of Administration, December 2002.

**NOTE:** Table does not reflect payments for Idaho Water Center which will start in FY 2004 at about \$2.9 million in non-Permanent Building Funds. Annual bond payments for the Water Center will gradually increase to about \$3.7 million until the final payment in FY 2044.